

**Jefferson County  
Position Description****Name:****Department:** Health**Position Title:** Public Health Nurse**Pay Grade:** 9      **FLSA:** Exempt**Date:** February 2022**Reports To:** Public Health Program Manager

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**Purpose of Position**

The purpose of this position is to provide a variety of professional public health nursing services to residents of Jefferson County.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assesses individuals and families through interviews, observations, and examinations in home, school, office, and clinic settings. Provides nursing services, establishes care plans, and refers residents to County services.
- Provides multiple nursing services and education including pregnancy tests, mental health injections, blood pressure checks, substance abuse support, lice checks, tuberculosis (TB) skin tests, immunizations, Well Child physicals, fluoride dental varnish and referral to other community resources
- Provides Maternal Child Health services to pregnant women and families with young children to promote healthy pregnancy, provide breastfeeding support and developmental screening and guidance.
- Conducts Communicable Disease Investigation and follow-up.
- Provides Case Management for Childhood Lead Poisoning.
- Serves as School Nurse/Headstart Consultant. Provides health education and writes student health plans. Assures medical orders are in place in a timely manner.
- Provides information regarding health-related issues through assessments, examinations, presentations, written correspondence, news releases, and newsletters.
- Partners and participates in Community Coalitions and their events, with the overall goal of encouraging Jefferson County to be the healthiest county in the State of Wisconsin.
- Participates in Public Health emergency planning and response, exercises, assists in updating plans and attends training.
- Serves as preceptor for nursing students.
- Maintains knowledge of current Department, State, and Federal rules and regulations regarding public health nursing programs.
- Documents medical records, time sheets, mileage logs, and client contact documents.
- Attends Committee meetings as needed.
- Demonstrates dependable attendance-
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Serves as Mental Health Community Support Program nurse providing services to mentally ill individuals, weekly injections, labs patient education, and coordination with pharmacy and provider.
- Provides safety and injury prevention with expertise as a Certified Child Passenger Safety Technician providing education on proper use and installation of child safety seats, Cribs for Kids and Safe Kids Coalition.
- Coordinates social media for Health Department Facebook page.
- Creates and implements Electronic Charting System (ECS).

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree from a college or university in nursing.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree from a college or university in nursing plus two years of experience

**Other Requirements – Certificates/Licensures**

State of Wisconsin Registered Nurse License.

CPR Certification.

Valid driver's license.

Certified Lactation Consultation- Preferred.

Child Passenger Safety Technician certified preferred.

**Knowledge, Skills, Abilities**

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to give injections, take blood pressure, and perform various blood and urine tests,
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate a hemoglobin analyzer, stethoscope, blood pressure cuff, audiometer and other related medical equipment as required by the job.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write reports, business correspondence, and procedure manuals.

- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern releases of health care information, patient consent.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of current public health nursing principles and processes.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psycho-social development, family and community systems).
- Knowledge of public health related issues.
- Knowledge of the information and techniques needed to diagnose and treat injuries and diseases.
- Knowledge of Wisconsin State law relating to professional nursing practice and the American Nurses Association Scope of Practice for Public Health Nursing.
- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. Position may be exposed to blood-borne pathogens and communicable diseases.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date